



# Creating a Parent Newsletter

**W**ith parents' and teachers' busy schedules, it's often difficult to find enough quality time to meet. A newsletter can help by sharing what goes on in your room, as well as other items of interest. Parents like newsletters because they can read about the everyday activities of your program and ask their children about them. Here are some ideas to help you get started:

## LAYING THE GROUNDWORK

**Set a schedule.** Publishing more often than monthly or bimonthly may be too demanding. Try to keep to your schedule so that parents can expect some news from you regularly.

**Invite contributions.** Keep a special box or file where staff and parents can place their articles or items of interest. Be sure to acknowledge or credit all contributions.

**Enlist help.** Don't hesitate to ask family members to help type, distribute, or possibly translate the newsletter. A family member may take good photos or even have access to desktop publishing!

**Keep it brief.** A single page or two is probably enough. With their many responsibilities, parents often don't have the time to read anything that is too lengthy.

## REGULAR FEATURES

**Classroom news.** Talk about what is happening in your classroom

and what's coming up. Include anecdotes, news about special events, songs, or recipes your group has enjoyed. The information can help foster parent involvement in their child's day. Also, welcome new children.

**School/center news.** Ask your director or principal for a schedule of events such as parent meetings or fundraising drives that he or she would like to promote through your class newsletter.

**Developmental information.** Family members will appreciate learning more about their child's emotional, social, and academic development. They regard you as an expert, and any articles or insights that you share with them will be seriously considered.

**Classroom needs.** If a class project requires special materials or if a piece of equipment needs repair, you can let families know in the newsletter. Ask for volunteers.

**Family news.** This section can include announcements of births, birthdays, and other appropriate family news.

**Parent bulletins.** Here, parents may include notices about starting a babysitting cooperative or carpooling, or a want ad for a used crib or stroller.

**OCCASIONAL FEATURES**  
**Activities for home.** Give direc-

## Using This Issue With Parents

Use these articles to enhance communication and provide parents with information on child development:

**Send-Home Activities**  
Learning Through Books

**Between Teacher & Parent**  
Annie Has a "Special" Sister

**The Doctor and His Mom**  
Catching "Bugs" at School

**Cover Story**  
Literacy All Around

**Feature**  
Reflections on Learning

**Today's Child:**  
■ INFANTS & TODDLERS TODAY  
First Friendships  
■ PRE-K TODAY  
"Girls Can't Do That!"  
■ KINDERGARTEN TODAY  
"How Do You Write  
'Happy Birthday'?"

tions or recipes for a simple activity that children enjoy in your program.

**Homemade toy.** Include directions for an easy, inexpensive toy that parents can make at home.

**Good places to visit.** Parents often welcome information on interesting places to enjoy as a family.

**Book reviews.** Include teacher- and parent-written reviews of both children's books and books for adults about children or family life.

## FINAL TOUCHES

**Proofread.** Check the spelling and grammar on your drafts before having them typed.

**Illustrate.** Invite children to illustrate the white spaces on the pages after they've been typed.

**Copy and distribute!!**

# Newsletters

## Parents

- \* Powerful tool
- \* Not too long
- \* Variety
- \* Informative
- \* Keep a few on file
- \* Sales tool
- \* Easy to read lists with bullets
- \* Don't tie yourself to a specific # of pages.
- \* Hook up with other centers
- \* Use it to publicly thank others
- \* Use black ink
- \* Keep it simple
- \*
- \*
- \*